

ICOMOS-USA IEP Program Coordinator

ICOMOS-USA seeks a part-time (20 hours/week) Program Coordinator. The position is responsible for overseeing all aspects of the International Exchange Program (IEP), coordinating Emerging Professionals activities, and assisting with webinar programming. This is a remote position, with some travel required.

About ICOMOS-USA

The United States National Committee of the International Council on Monuments and Sites (ICOMOS-USA) is part of the worldwide ICOMOS network of people, institutions, government agencies, and private corporations who support the conservation of the world's heritage. For 60 years, ICOMOS-USA has worked to deliver the best of international historic preservation and heritage conservation work to the U.S. domestic preservation dialogue, while sharing and interpreting for the world the unique American historic preservation system.

As the only U.S. professional preservation organization with a global focus, ICOMOS-USA is the gateway for U.S. professionals to participate in worldwide heritage conservation. With over 700 members, ICOMOS-USA promotes strong ties between national, regional, private, and governmental organizations within the U.S. and the international preservation community.

ICOMOS-USA, along with our supporting organization, World Heritage USA, guides and promotes activities through an extensive membership network of preservation professionals, institutions, and organizations, including specialized scientific committees. ICOMOS-USA also organizes an annual international scientific symposium, an international intern exchange program, and occasional special training courses and workshops.

ICOMOS-USA is a private, non-profit, non-governmental organization with 501(c)(3) status.

Responsibilities

The IEP/Emerging Professionals Program Coordinator responsibilities revolve around three primary programs: the International Exchange Program, the Emerging Professionals Network, and Webinar Programming.

The International Exchange Program (75% of time)

- Serve as point of contact for the program alongside the IEP committee by:
 - Providing administrative assistance to the IEP committee
 - Overseeing all aspects of the IEP including but not limited to managing applications and placements, coordinating visa applications, planning orientation and post-internship presentations, and communicating with interns in the field
 - Coordinating with Communications Coordinator (staff member) to create IEP-related social media posts, especially during the program season
 - Creating and maintaining an IEP Alumni Program
- Coordinate fundraising and create a sponsorship program to support the IEP by:
 - Identifying and approaching potential sponsors
 - Cultivating partnerships with other heritage organizations for monetary or in-kind support

- Coordinating with Development Coordinator on grant and funding applications

The Emerging Professionals Network (25% of time)

- Serve as a point of contact for anything related to the EPN and assisting with programs as needed.
 - This work includes managing the mentorship program, hosting virtual and in-person EPN events, assisting with new member recruitment, maintaining relationships with colleges and universities, and facilitating any other projects as they develop.
- Administer and oversee the execution of our grant funded Bridging the Gap between Theory and Practice webinar series
 - This work includes identifying and coordinating with speakers, serving as host and technical producer for each episode, creating registration pages, and drafting webinar advertisements.

Qualifications

- Detail-oriented and organized, with the ability to meet deadlines, multitask, prioritize, and manage overlapping timelines.
- Personable and professional with strong interpersonal skills and experience coordinating with individuals of diverse backgrounds.
- Able to pursue and maintain partnerships with various organizations to secure and negotiate internships, funding, and support.
- Comfortable working autonomously under the supervision of the COO, ICOMOS-USA Board of Trustees, and IEP Committee.
- A Bachelor's degree in Anthropology, Historic Preservation, Architecture, Nonprofit Studies, or a related field and/or two to three years of experience working for heritage or nonprofit organizations.

Preferred Experience

- Familiarity with international travel and the Visa process would be helpful.
- Experience coordinating events and meetings.
- Experience with fundraising for nonprofit organizations, including donor recruitment and retention, grant research, and knowledge of databases.
- Stays up to date on current events and opportunities in the Cultural Heritage field to disseminate information to the Emerging Professionals Network.
- Experience with Canva, video editing, and Zoom webinars a plus.

Please Note: Any of the above educational or professional skills/requirements can be substituted for related personal or professional experiences. Please note what skills/experience are being substituted in your cover letter.

Position Details

- The rate of pay is \$25-28/hour depending on skills and experience with an expected start date of January 5, 2026.
- The position is an hourly position. The Program Coordinator will work 20 hours/week most weeks, but additional hours may be required during the International Exchange Program season

(May-August). During the off-season, Program Coordinator may work less based on programming needs and ongoing projects.

- **This position is only open to U.S. applicants.** The Program Coordinator will work fully remotely, but travel in and around the DC area will be required during the International Exchange Program season (May-August). The ideal candidate will live around the DC/Maryland/Virginia area or be able to travel to the area during the program season.
- The Program Coordinator will have regular performance reviews from the COO and Personnel Committee.

Diversity/Inclusion Hiring Statement:

ICOMOS-USA is committed to inclusive hiring practices and building an environment that welcomes and celebrates diversity. Members of our hiring team have all completed diversity training and we are committed to promoting a safe, welcoming, and productive hiring practice and working environment.

Please send a cover letter and resume with contact information for at least two references to coo@worldheritageusa.org before November 24th with “Program Coordinator Application” in the subject line.